



Party/Celebration Guide



Planner's source for unique party ideas and items!

UNIT PARTIES...GROWN-UP BIRTHDAYS...CELEBRATIONS!

More and more party planners are seeking unique party items and themes... from kids' birthdays to intimate adult dinners to funky anniversaries to corporate family picnics and special events...making it a challenge for your and/or your staff to come up with ideas that haven't been overdone. This guide contains dozens of party theme ideas you can use to make that special occasion...really special!

Today's Online party superstores make it easier than ever to plan any celebration or themed event...offering convenient shopping, creative ideas, and party planning assistance via the Internet. These providers offer a virtual "supply room" of party goods; party ideas and recipes...all the products necessary to ensure a successful event. Here you'll find themed paper products, decorations, backdrops, cakes, costumes, gifts, balloons, and every other party supply imaginable.

Many of the ideas in this party planning guide come from the large online party stores listed as resources at the end. They'll help you expand your services and become a full-service party planning resource where every detail can be handled... from invitations and party design to clean-up, with everything imaginable in-between, including decorations, party supplies, food and favors.

The party themes in this guide are listed alphabetically...from Academy Awards to Valentines Day ideas. Use these ideas and resources to customize parties and events to match your client's personality and taste. Be flexible...be creative.

Remember...any and every day is cause for celebration. Pride yourself on providing clients and partygoers with a hassle-free good time. No request should be too extreme or unattainable; help create an affair beyond the limits of their imagination.

KIT COMPONENTS:

- Indoor banners promoting the facility as "Party Headquarters"
- Buttons for employees to wear (20 per location)
- Guide with party ideas...staff training tips, sources for party supplies, food, beverage and decorating ideas
- Ad slick
- Party Reservations Form
- Party brochure shell

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PARTY IDEAS:

ACADEMY AWARDS PARTY



Who doesn't enjoy being catty about those stars and starlets who just spent thousands of dollars to look great for one night? If its attention they're after they'll get plenty of it when you and your friends sit around and critique every minute detail.

Roll out the red carpet...bring on the paparazzi (hire a photographer or use staff)...rent a searchlight...and have your own gala. Attire can be formal...or keep it casual.

Have everyone fill out ballots and vote on the winners. Make sure you have TV's around the room for good viewing.

Have people submit their "funniest" home videos in advance and have a screening at your party. Give guests a ballot to vote in different categories—pets, military, home improvement, vacation, sports, kids...

Hand out statues; make fun of the acceptance speeches and whine about who should have won. Add accessories: sunglasses, boas, tiaras and "Martini Spoken Here" napkins and it's like you're there. (Air kiss, air kiss).

Banners and accessories available from (www.plumparty.com) and www.partybanners.com as well as some of the other sources listed in the back of this guide.

Food & Beverage Ideas:

- Appetizers and martinis served by waiters in tuxedos if your event is a formal affair
- Popcorn, nachos, candy , ice cream and hot dogs if it's a casual event

Decorating ideas

- Red carpet (or make one from red tissue paper) and searchlight at entrance
- Movie posters
- Large cardboard character displays if you can borrow them from your AAFES or local theater
- Rolls of admission tickets and a ticket taker at the door.
- Movie magazines on the tables.
- Hollywood slate board
- Directors chairs

BOWLING BIRTHDAY BASH

Budweiser and Brunswick have teamed up to create a birthday bash for “grown up” bowlers. The Bowling Bash package includes: decals for pins, server buttons, wrist bands, bucket wraps, balloons with bowling tag lines (“*Budweiser Bowling Bash...Because Your Mind is Always in the Gutter!*”), posters and a 3-dimensional ceiling spanner. Contact your local distributor for details or to order.



Add to the fun by asking guests to dress in bowling shirts. If they don't have one...a good source is www.bowlingshirt.com.

Food & Beverage Ideas:

- Arrange for a cake...or allow your party host to bring one.
- Make it a pizza party...or burgers and beer! Of course...sodas should always be an option.
- Use the bucket wraps and sell bottled beer by the bucket. Make sure those old enough to drink have a wrist band.

BREAK-UP BASH

This party designed by www.plumparty.com is for girls only.



Breaking up is hard to do... Unless you invite all the girls and have fun. Party kit includes shampoo to wash that man right out of your hair. Add a “chick flick” to the evening’s activities and you’re in business!

Cover those cryin' eyes with some cool shades, polish your nails - and put on some belly button tattoos. Let all your frustrations out with our cuddly voodoo doll and a few magical incantations.

Gain some feel good vibes playing Go Goddess. Sarah Jessica Parker and the rest of the Sex and the City gals will surely order this party (over and over again).

Food & Beverage Ideas

- Chocolate...chocolate...chocolate!

CINCO DE MAYO OR MEXICAN FIESTA (May 5th)

- Hire a Mariachi band to play at your party...or play some Mexican music.
- Liven things up with the Mexican hat dance!
- Blindfold guests and swing to hit the piñata!
- Sell raffle tickets or give entry forms for purchases made during the month of Mayo...for a trip to Mexico.

Food & Beverage Ideas:

- Use an inverted sombrero as your chip & dip serving piece. Put chips in the brim...and insert a bowl with salsa in the place where your head would normally fit.
- Offer a salsa and chip bar with a variety of salsas...bean & cheese dips...guacamole...and different flavored tortilla chips.
- A “make your own burrito...fajitas or taco bar”
- A variety of flavored margaritas and Mexican beers



Decorations: A host of Southwest or fiesta decorations are available from companies listed in our resource section and at your local party store...to help you say Ole` in May. Some other ideas include:

- Travel posters from Mexico (visit any travel agency).
- Tissue flowers in bunches around the room...or as centerpieces.
- Hang some Santa Fe lights for a bright, festive look.
- Use a piñata for décor...fun...or a cute centerpiece
- South of the Border tableware

ELECTION PARTY



November 2, 2004 is Election Day. Hold an Election Returns Party that runs all day and into the night. Raise your classes and cheer...or cry into your beer at an Election Party on Nov. 2nd.

Party Ideas:

- Offer big screen TVs and keep track of which states go to which candidate.
- Award prizes for those who correctly predict which states go to which candidate.

Decorating Ideas:

- Decorate in red, white and blue.
 - Red, white and blue balloons and crepe paper streamers...flags
 - Political buttons, hats and campaign posters
 - Break out the stuffed elephants and donkeys!
- Divide the room into 2 sides...one for Democrats and one for Republicans. Ask guests to R.S.V.P. for seating with the Republican Party, the Democratic Party...the "Let's Party" Party
- Plan a trivia contest with fun facts about American Presidents...or obtain a sample citizenship test from the Department of Immigration and Naturalization and play "Who wants to be an American Citizen." Allow lifelines.
- Play patriotic music...marches..."Proud to be an American..."
- Give out red, white & blue blinking beads or patriotic glow items
- Draw for a full-size American Flag.
- Grand Prize draw...a trip to Washington, DC for the Inauguration.
- Red, white and blue table cloths, plates, cups

Election Party Food Ideas:

- Include a breakfast buffet for those who stick with you through the night.
- Add paper American flag picks to all finger food.
- Red and blue fruit...raspberries, blueberries, red apples
- Cheesecake topped with cherries and blueberries
- Cream cheese in softened block form topped with salsa and served with crackers...topped with blueberries and served with graham crackers
- Sheet cake decorated like a flag
- All American favorites like chili, hot dogs, apple pie, and chicken wings

GOLF PARTY IDEA: A golf theme party works for birthdays, retirement parties and business outings.

Here are some party ideas:

- Encourage guests to wear golf attire and award prizes for the plaidest pants...the kickiest knickers...the shirt with the logo from a course the furthest away...



- Imprint clear, golf bag tags to use as napkin rings. Allow guests to take the tags home.
- Imprint golf balls with the name of the guest of honor or the party theme as party favors.
- Hold a tournament named after the guest of honor.

Decorating Ideas:

- If there's a guest of honor...collect old photos of him/her golfing and have them enlarged. Turn them into posters and use to decorate.
- Put a golf flag in the middle of each table. If the party is celebrating someone's birthday...write their name on the flag. Surround the base of the flag with some shredded green.
- Cut pieces of astro-turf or artificial grass to use as placemats. Shape each a little differently to represent different greens.
- Create a mini golf course inside your party site with nine holes. Go down staircases, under chairs, around furniture.

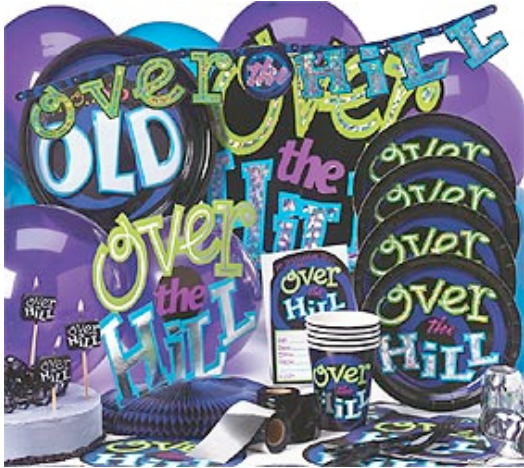
Food & Beverage Ideas:

- Turn a portion of your party site into a halfway house serving hot dogs, chips, and pretzels.
- Stage a golf cart with a cooler to serve cold beers/beverages.

Party Themes:

- "50 (40, 30, etc.) Suits You to a Tee!"
- Happy Birdie to You!
- It's a Tee Party!
- Fore He's a Jolly Good Fellow! (or she...)

GROWN UP BIRTHDAY PARTY THEMES:

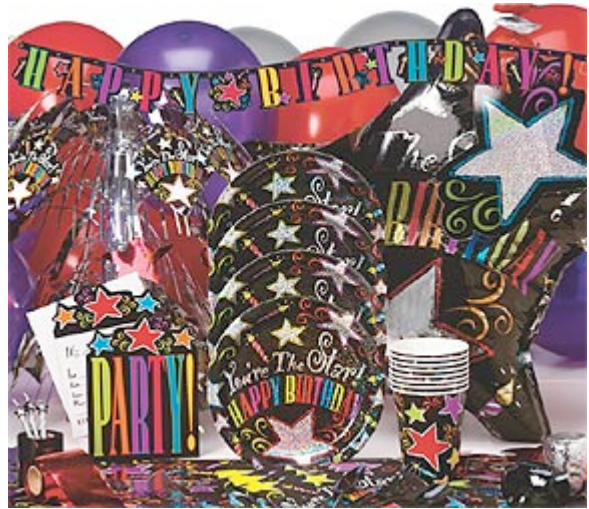


Even if you're not part of the "over the hill" gang... there are party wares that fit the bill for many different grown-up birthday events. Check out some of the creative party themes we've collected to get you started when planning your next party. Find sources for these party supplies at the end of this guide.

Outrageous Party/Birthday Party Ideas

* **Wine & Cheese Party...** Feature a variety of both for guests to sample. If possible, bring in a wine expert to discuss some of the wines and ideal food & wine pairings. Offer a souvenir glass that guests can take home.

* **Play with the Pros...** Invite your guests to bowl or golf with the local golf pro or bowling manager. In addition to some fun...they might pick up some helpful tips. After the game, serve up appropriate refreshments.



* **What's in Your Future...** Hire local palm readers, tarot card readers and psychics...your guests will love it! Many psychics regularly "perform" at parties...taking objects from people in the room and doing a reading. Serve Anchor's Mozza Luna appetizers.

* **Formal Dinner...** Tell your guests to dress for this occasion. Set aside a private room and step up the service. Provide sources such as the name of a local limo service to pick up the guests.

* **Casino Night...** Dust off your Casino Night games...BINGO cards...bring in the dealers...and theme your party as a night in Vegas. This could also be a formal event.



HALLOWEEN PARTY FOR BIG KIDS

Why let kids have all the fun. One time each year, grown-ups get to play hooky from adulthood. Make it a dress up party and don't let anyone in without a costume. Have a variety of hats, boas, bangles and beads for those you can't bear to turn away!



For more fun...set the party outside... with a bonfire burning. Add dry ice and candles for an eerie atmosphere. Make sure you have enough light so people don't trip and keep the dry ice away from human contact.

Use a tape recorder to record and play eerie sounds like a howling wolf...rustling noises or sinister laughing.

If you know someone who wouldn't mind sitting still most of the evening, make a cake with a real head stuck up through it. Perhaps his partner would be willing to keep the head fed and free of thirst all evening.

Food & Beverage Ideas:

- Freeze eyeballs made out of gumballs in ice cubes or purchase rubber eyeballs from www.plumparty.com. Have them floating in your "bloody" punch. Use Bloody Mary mix as the base.
- Suspend a caldron over the fire where a "ghoulish goulash" awaits...carve your veggies to look like fingers, ears and eyeballs. (It'll be dark...so you don't need to be too much of an artist to fool them.)
- Put chocolate bugs or fake bugs on a cake...hide gummy worms inside cupcakes.
- Hot, spiced apple cider
- A tray of those rubber eyeballs mixed with black and green olives.
- Lots of green dips...guacamole, spinach dip...and green chips.
- Pumpkin bread, muffins or pumpkin soup
- Make gelatin hands by rinsing out a surgical glove and filling it with a red Jell-O mixture. Allow the Jell-O to set up, then cut away the glove and serve the hand on a bed of whipped cream.

Decorating Ideas:

- Place rubber mice or rats...snakes...around the tables for added décor!
- Give out trick or treat bags with candy and goodies inside—perhaps a coupon for lunch!
- Drape spider webbing around to set the mood.
- Save old bread until it's moldy...set it on the table with a plastic rat or two.
- Use black paper napkins
- Check *MWR Business Managers' Planning Calendar* for more ideas.

HAVANA NIGHTS



Never been to Cuba? Go now because nothing could be more 'in'- Host a steamy, cocktail party or Latin-themed dinner. Switch on the fog machine, bask in the romantic glow from the candle lamps, and you'll be transported back to the golden age of the supper club.

Break out the Ricky Martin music and other tropical sounds and inspire guests to salsa-meringue...form a Conga line...or even a Limbo contest.

How about a cigar rolling demonstration!

Party ideas and resources
www.plumparty.com



These couldn't look more real but won't deem you a social outcast! 12 chocolate cigars come in authentic looking box from www.plumparty.com.

Decorating Ideas:

- Palm trees and lush tropical plants...lots of them
- Grass mats as place mats on the tables
- Fog machine (check Oriental Trading Company's Machine for \$79.95)
- Straw-roofed huts, ramshackle buildings and vintage American cars

Food & Beverage Ideas

- Tropical drinks ... rum drinks...don't forget the little umbrellas!
- Martinis
- Cuban/Latin menu items (check out www.bhg.com/bhg/recipe) for ideas such as Cuban sandwiches, Sassy Mojo Pork, Chicken Tamales, Spanish Rice, Chicken Adobo with Spicy Black Bean Salsa, Chipotle Beef Chili and more!
- Chocolate cigars
- Build your own banana split bar with lots of tropical toppings

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- Turn that frown upside down. Invite your patrons to a “poor man’s” celebration. Make it an “all-you-can-eat” buffet...because who can afford anything else on a day like this?
- Serve “Po Boy” sandwiches
- Bread (gourmet) & (sparkling) water on all the tables!

- Use dollar bill placemats and coasters or old newspaper and light up the room with prosperity candles - the aroma should send some good vibes your way.
- Scatter penny chocolates around and gather together for some magical incantations - for what else - but a drawing for some Cold Hard Cash! Or, award a prize to the person who owes the most on his/her tax return.



Other party ideas:

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LEAP YEAR PARTY...ESPECIALLY LEAP YEAR BIRTHDAYS!

Leap Year happens every 4 years...and 2004 is the year!

Here are some party planning ideas for a shindig on February 29th – especially a leap year birthday.



Decorating Ideas:

- Balloons...balloons and more balloons!
- For a birthday party, decorate with humorous slogans such as: 1/4th your age and lovin' it! Or, I'm an Eleapest—one of the chosen few!
- Leap year trivia...famous events that happened on a leap year, celebs with a leap year birthday, who came up with leap year in the first place.
- Have guests write down what they wished they could do only once every four years...share answers...prizes for the most unique answers.
- Set up your party in fours.

Food & Beverage Ideas

- Table of fours, four course meal, food that can be easily “quartered.”

PROGRESSIVE PARTY:

What better way to showcase your facilities than to spread the party around. Guests begin with appetizers and cocktails or a wine-tasting with cheese at the Golf Course...then move to the Club for the salad and the main course...and wind up at the Bowling Center for desserts, coffee and a game or two of bowling. Rent a trolley or limos to take guests as a group from location to location.

When scheduling out your times, be sure to take into account the travel time for the distances between each location, and, of course, leave a bit of cushion for lingerers if you're not providing the transportation.

Or...host a Progressive party on your golf course...the four course dinner, begins with hors d' oeuvres at the Clubhouse, then progresses via golf cart to three different locations along the course. At these locations you will enjoy “greens” (salad), “the main course” (entrée), and desert.

Reservations are required--48 hour cancellation policy in effect will help with your planning.

RETIREMENT PARTIES:

Everyone dreams of the day he or she will get to walk out of the office door, having said goodbye to the boss for the last time. If you're planning the party for someone special who's looking forward to a life of leisure, here are some suggestions for creating a memorable goodbye party.

Hosting a retirement party for someone special is a wonderful way to demonstrate your love, and to show just how important they are in the lives of those closest to them. Not everyone loves huge parties, so consider the Retiree's preferences when putting together your guest list. The party should be as upbeat as possible, and should "honor" the retiree.

As with any party, we recommend that you center your theme around the guest of honor's interests, hobbies, passions, or hopes and dreams for the future. To get your creative juices flowing, we have outlined a few theme ideas in the sections that follow. After you make your selection, choose invitations, decorations, favors and games/activities that match your theme.

SPORTS

- Golf... "Retirement suits you to a Tee!"
- Baseball... "A Grand Slam of a Career!"
- Tennis... "Serving up wishes for an Ace Retirement"
- Fishing... "The Big One's Getting Away!"
- Sailing/boating... "Bon Voyage" or "Anchors Away!"
- Spectator... "King of the Remote"

TRAVEL: Bon Voyage Party...decorate with posters that depict the places the guest of honor has traveled to ...will visit in retirement.

FANTASY RETIREMENT LOCATION: Decorate your party room to resemble the retirement location as much as possible. Include lots of authentic music, lighting and food to transport the guests.

WINE CONNOISSEUR: A wine-tasting Party... "Saluting a Vintage Career!" Or...a beer-tasting party for the brew connoisseur.

GARDENING: Invite guests to bring gardening tools, seed packs, etc. Theme "Everything's Coming up Roses"

MUSIC: Theme... "You Never Missed a Beat!" Play music that the retiree has grown up with...jazz, rock, country-western...

NOSTALGIA: Highlight the career and life of the individual you are honoring. Decorate a special chair for the honoree to sit in while they are being toasted or roasted. Assemble a scrapbook...ask each guest to put his/her toast or comments in writing...as a remembrance. Include photos and other mementos. Ask a guest to emcee the event...there's always one ham in every group!

THE FUTURE: "THE BEST IS YET TO COME"- Fortune Telling Theme

Everyone loves to learn more about themselves and films such as Harry Potter have made fortune telling, palmistry, crystal ball, tarot cards, and psychic readings the must have entertainment for this season's best parties. Use the ideas below for a Crystal Ball Gazing Party or try a Chinese Fortune Telling Party using Asian decorations. Add a twist of magic to your event! Hire a crystal ball readers, clairvoyant, psychic, tarot reader, mind reader, psychic entertainer, palmist, or astrologer.

Decorating Ideas:

Create a weird atmosphere with candlelight and blue light bulbs and whispered conversation. Arrange an inverted fish bowl over a black draped table for the mysterious lady to gaze into. Cover the walls with dozens of shawls, scarves, beads & sashes. Moon and star cutouts or other moon & star decorations could also be used.

Food & Beverage Ideas:

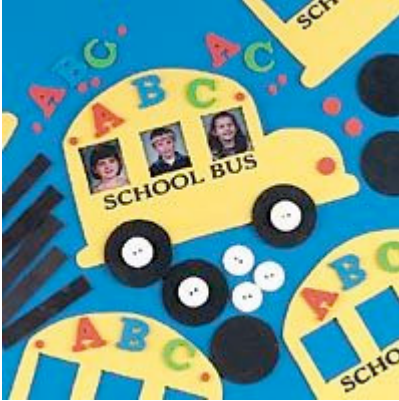
- Gypsy Stew (Hungarian Stew) served in bread bowls.
- Crystal balls: Ice cream shaped into a ball and immediately rolled in coconut, then placed into freezer until serving time.
- Witches brew in a large kettle with dry ice adding some mysterious smoke.
- Frozen vodka drinks in iced glasses.

GOOD FORTUNE: Similar to the theme above...but wishing the guest of honor a life of "good fortune."

- Fortune teller or palm reader
- Four leaf clovers
- Fortune cookies
- Rabbits feet key chains
- Candles
- Ouiji Boards



REUNIONS:



You've located your old classmates...members of your old unit...friends who have scattered across the globe...and it's time to reminisce and catch up.

Decorating Ideas:

- Old pictures blown up to poster size. Hang on wall or use as placemats.
- Decorate like you would have decorated for a Senior Prom...lots of balloons and paper streamers.
- Decorate the tables with items that were popular when your group was together...buttons from political elections, magazines, books, records...will all get people talking about "the good old days."
- Contests: Who came the furthest to attend...who has the most kids...
- Appropriate music



Food & Beverage Ideas:

- Burgers & milkshakes if it's a high school reunion
- Cuisine, beers or wines from the region where the unit was stationed.
- Serve food on cafeteria trays...from a cafeteria or buffet line

Need help finding old friends: There are several websites and organizations you can contact if you're trying to locate old friends. Start with your local Retired Officer Association (TROA) or Non-Commissioned Officer Association (NCOA).

www.troa.org

www.ncoausa.org

If it's a classmate...

www.classmates.com

www.reunion.com

ST. PATRICK'S DAY PARTY: Break up the winter months with a green theme on March 17th. Here are some party ideas:

- Hold a drawing for a pot of gold. Use the new golden dollars to fill the kettle. Fill the bottom of the kettle with crinkled paper...then top off with \$100 worth of coins to make it look good!
- Even better...draw for a trip to Ireland!



Decorating Ideas:

- Decorate in green and place St. Patrick's Day wearables around the room for guests who forgot can adorn themselves in the proper attire.
- Use green plastic hats turned upside down as your bowls for chips and pretzels.
- Play Irish music CDs
- Pass out "Kiss Me I'm Irish Buttons" and let the party begin!

Food & Beverage ideas:

- Heaping piles of corned beef and cabbage
- Potato cakes
- Serve only green food items...artichokes...green apples...meats served with gravy colored green...guacamole dip and new guacamole chips...spinach dip...salads...green Jell-O or lime sherbet
- Green beer...of course!
- Lime Sherbet and 7-up punch
- Irish Coffee and Bailey's Irish Crème beverages

Start the St. Patrick's Day party mood early with a special invitation inviting people to come along for 'a wee bit of fun'. They might like to bring their 'shillelagh', put on their dancing shoes for a bit of an Irish jig, and to expect some wild 'shenanigans'. Leprechauns welcome of course. When sending out invitations add the prefix 'Mac' or 'O' to the guests names. ('Mac' means 'son of' and 'O' means 'grandson of'). Have the prefixes on nametags as well.

VALENTINE'S DAY PARTY: FEBRUARY 14th

Ideas for a love-ly event:

- Bring back the *Newlywed Game*...get 4 couples to compete.
- Valentine Scramble...see how many words the guests can make out of the words "Valentine's Day" in five minutes. The one with the most words wins.
- Mingle with Mended Hearts.... Cut paper hearts in half in a unique way...i.e. With zigzag cuts, straight cuts, etc. Put all the "broken hearts" in a bowl at the entrance. Have each guest pick half a heart from the bowl and try and find the matching half. The pair that finds their partner first, wins.
- Prizes...chocolates...bouquet of roses...weekend in a nearby hotel...



Food & Beverage Ideas:

- Red wine...lots of red wine!
- Strawberries to dip in chocolate...a chocolate fountain.
- Sweets...lots of sweets! Especially chocolates.
- Shrimp in a heart-shaped bowl.
- Sandwiches cut in the shape of hearts.

ALTERNATIVE VALENTINE'S DAY PARTY FOR SINGLES

Don't be alone this Valentine's! Invite all your single friends to a twister valentine's party. They'll certainly want to come to the party with the possibility of filling up their little black books.

little book invitation



Guests will be enchanted when they receive this in the mail. They'll certainly want to come to the party with the possibility of filling up their little books. Kit includes 10 little address books (assorted colors - sorry we can't take particular requests for color), note cards and vellum envelopes. (Available from www.plumparty.com)



pick-up lines

These are a surefire way to get people talking to each other. Guests pin little tags to themselves and other guests read them. They range from the classic "What sign are you?" to the more absurd "My cat is named Buttercup". They may seem silly but they work. Box includes 32 pick-up tags. (www.plumparty.com)

These sweet chocolates look adorable on the table. And just in case there are no great matches, they remind people 'you have to kiss a lot of frogs until you find prince (princess) charming.' At least they're chocolate. (Available from www.plumparty.com)



This party is ideal for bowling centers! Bill it as a "Singles Night" only and use the "little black book" invitations or a similar idea as a "party favor" given to guests when they check in. Price the party to include 2 games of bowling, shoe rental, food and sodas (i.e. an all-you-can-eat pizza menu), favors and offer a cash bar.

Schedule two bowling periods...i.e. 8 PM – 9 PM and 9 PM – 10 PM. Have guests draw to see which lanes they are bowling on for the first time period and a different lane with 4-8 new bowlers for the second time period. Ideally, you'll have enough bowlers to allow everyone to bowl with and make 14 new friends over the course of the evening.

Make sure the bar is open and pizza is available throughout the evening...especially between the two sessions for groups who finish early.

You can also use ideas from the traditional Valentine's Day party described above.

NEED MORE IDEAS...

PARTY THEME SUGGESTIONS

Hardly exhaustive...but yet a good list of some possible kinds of parties.

GENERAL PARTY THEME SUGGESTIONS		
50's Party - Cruisin'	Dance Party	Progressive Party
60s Party – Groovy Baby!	Fiesta	Salsa Night
70's Party - Disco Fever	Hoe-Down / Square	Scavenger Hunt
Apple Picking Party	Dance	Scrapbook Party
Backyard Olympic Games	Hollywood Premiere	Sock Hop
Barbeque	Party	Spaghetti Supper
Beach Blanket Bingo	Home Movies Party	Sporting Events
Book Exchange	Housewarming	Swing Party
Bowling	Jeep Cruisin' Party	Toga! Toga!
Carnival Party	Luau	Tupperware Party?
Casino Party	Masquerade	T.V. Show Favorites
Chef / Cooking Party	Mystery Party	Video Fest
Clambake / Lobsterfest!	Painting Party	Wild West
Comedy / Joke Party	Pig Roast	You Oughta Be in
Couch Potato Party	Please Help Us Move	Pictures
	Pool Party	Your Ship Came In!

PARTY GAMES

Check out www.partygamecentral.com for hundreds of games... suitable for all kinds of parties...to use as icebreakers or just for fun! Some examples include:

PEOPBBLE: Each guest receives a large letter drawn like a Scrabble tile, with the Scrabble numeric value written on it. Form two or more teams. The host draws a theme...and teams scramble to form appropriate words. The winning team is the team with the most points.

OLD COIN AUCTION: Host auctions a variety of prizes...looking for the lowest date on a \$1 bill...on a quarter...on other bills or coins. The guest with the oldest currency wins the prize.

FROZEN T-SHIRT CONTEST: Soak and fold a t-shirt and place in the freezer overnight. Everyone grabs a shirt. The first guest to get their shirt on...wins.

FAMOUS SONG MATCH-UP: As guests arrive...put the name of a song or a song-writer's name one each guest. Have guests mingle until they match their

song with a song-writer. Some could be multiple songs by the same song-writer...forming a group.

APPLE MARSHMALLOW BOB: First they bob for apples. Immediately after bobbing for the apple, the person bobs for marshmallows in a bowl of flour. Imagine the results.

PRIZE AUCTION: If you're playing a few games during the course of the party...award Monopoly money to the winners throughout the party. At the end of the party, auction off brown paper bags with gifts in them. They can be a variety of gag or good gifts. The person with the highest bid opens what they bought. Gifts might include MWR coupons for a free game of bowling...a bucket of balls at the Driving Range...lunch for two at the club...a bottle of wine...

THE PARTY CHECKLIST

Let's face it, we all get a little crazed when planning a party. Admitting you need help is half the battle. Here's a convenient checklist you can copy and provide to party planners, to help maintain or restore sanity. Make sure they've considered requirements in each of the following areas when planning their party.

PARTY PLANNING CHECKLIST

PARTY OR EVENT THEME

Two Months Before Your Party:

- 1) **Set** a budget: _____
- 2) **Secure** the location: _____
- 2) **Select** a theme or party purpose

____ Unit Party ____ Retirement ____ Birthday ____ Promotion ____ Other
____ Theme or décor _____

- 3) **Pick** a date and time. Parties are usually 1 1/2 to 3 hours long
Date: _____ Party duration: _____

- 4) **Make** a guest list.

- 5) **Order** supplies, tableware, and decorations in keeping with the theme you have selected. **Don't forget** favors and prizes!

SPACE & LOGISTICAL REQUIREMENTS

- ____ Number of guests _____
- ____ Stage or platform
- ____ Special seating (i.e. head table) _____
- ____ Large décor or gaming areas
- ____ Electrical requirements _____
- ____ Sound system
- ____ Parking requirements ____ Shuttle bus/transportation

THE FACILITY

- ____ Location
- ____ Coordinated with Catering Manager/Caterer
- ____ Menu Planned
- ____ Ordered Liquor
- ____ Contracted Bartenders
- ____ Linens ____ Cloths (to floor?) ____ Napkins, Colors _____
- ____ Ordered Votives, Votive Candles or floral arrangements
- ____ Table Candy or favors
- ____ Instamatic Cameras
- ____ Bar Snacks
- ____ Glitter or Confetti ____ Streamers ____ Balloons

INVITATIONS/RSVP/Other Printed Items

Two To Three Weeks Before Your Party:

- 1) Send out the invitations. For easier planning, ask guests to RSVP.
____ Invitation to Ceremony, Party, Benefit or Main Event
____ Response Card ____ Response Envelope

___ Provided Directions
___ Calligraphy ___ Invitations ___ Seating Cards
___ Cocktail Napkins ___ Matches

2) Plan activities and games, taking into account the theme of your party and the age group and interests of your guests.

___ Programs ___ Agenda _____

GIVE-AWAYS/PRIZES

___ T-shirts _____
___ Caps _____
___ Glow ___ Necklace ___ Earrings ___ Glasses _____
___ Theme Oriented Items _____
___ Premiums (Items with company logo for corporate event) _____

___ Gift Table ___ Information Table

OTHER PARTY CONSIDERATIONS

___ Photographer ___ Videographer _____
___ Dress Determination
 ___ Casual ___ Dressy Casual ___ Dressy ___ Optional BT ___ BT
 ___ Costume _____

OUT OF TOWN GUESTS

___ Hotel Reservations _____
___ Weekend-at-a-Glance or Itinerary _____
___ Maps (to/from airport; other locations) _____
___ Welcome Gifts, Totes, Baskets _____
___ Transportation _____

DECORATIONS

___ Welcome Sign ___ Sign-in Board ___ Seating Chart
___ Centerpieces _____
___ Balloon Bouquets _____
___ Buffets-- Decor _____
___ Buffets-- Signage _____
___ Ceiling Treatment(s) _____
___ Outside Lobby Area _____
___ Sign Over Seating Cards _____
___ Directional Signage _____
___ Easels _____
___ Other...Theme Oriented _____

ENTERTAINMENT

- ☐ DJ
- ☐ Music During Cocktails
- ☐ Caricaturist
- ☐ Magician ☐ Palm Reader ☐ Handwriting Analysis
- ☐ Balloon Magic
- ☐ Photo favors
- ☐ Special presentations: Who will Emcee? Present? _____
- ☐ Roasts ☐ Toasts ☐ Audio/Visual Requirements
- ☐ Other Theme Oriented Requirements

DAY OF THE PARTY!

- 1) **Decorate** any outside party areas.
- 2) **Enjoy** the festivities, and **congratulate** yourself on a successful, well planned event!

FIGURING BEVERAGE QUANTITIES FOR A PARTY

Number of Guests	15	25	40	105
White Wine (750ml)	4	7	11	28
Red Wine (750ml)	2	3	5	14
Soft Drinks (in Liters)	2	3	5	14
Juices (in Quarts)	1	2	3	7
Glasses	38	65	100	266
Ice for drinking (in pounds)	15	25	40	105
Hors D'oeuvres	120	200	320	840

RESOURCES FOR PARTY SUPPLIES & DECORATIONS

Listed below you'll find hundreds of party and decorating ideas. Use these and other party suppliers to make your events more memorable.

www.themepartiesnmore.com

When you need specific help with your party, they're just a phone call away. Just call at 281-373-1572 (Houston Metroplex) or 1-877-690-3090 toll free.



www.shindigz.com

ShindigZ.com is the largest and most comprehensive online one-stop shop of high-quality branded and one-of-a-kind supplies for all occasions at rock bottom prices. The company prides itself on providing the customer with an entertaining, informative and completely secure shopping experience focusing on convenience, creativity, value and service. ShindigZ offers more than 22,000 products as well as theme and party planning ideas. Contact them at: ShindigZ.com, One Party Place, South Whitley, IN 46787. Toll Free Phone Number: **1-800-348-5084**



www.funexpress.com

Fun Express is a leading Business to Business supplier of toys, novelties, giftware and premiums; offering more than 10,000 items in their product line. Products range from traditional favorites to today's trends. With over 1.5 million square feet of warehouse space, they can quickly fill your order and ship it to any destination worldwide. They offer multiple shipping options including drop shipments and your choice of carrier. Contact a representative at 800-875-8494 to place your order and learn more about their international shipping capabilities.



www.orientaltrading.com

With more than 10,000 products, they meet the needs of people, businesses and nonprofit organizations. And their colorful catalogs and Web sites offer a wide range of unique products, from fun Smile Face Porcupine Balls to elegant wall hangings, making it quick and easy for people to purchase exactly what they're looking for at value prices. The Catalogs and Web Sites--*Oriental Trading®* offer novelties, toys, party supplies, crafts, gift items for every holiday and year-round fun. Catalog 800.228.2269

www.bulkpartysupplies.com

For a selection of over 6,000 wholesale party supplies, check out this site or www.PartySecret.com--the ultimate source for party supplies

sold by the case, at about half of what the retail prices their competitors would charge you. Just use their online shopping cart or call toll free at 866-372-6872 to place your order by phone.



www.partyadventure.com

PartyAdventure.com is one of the largest on-line party stores, carrying party supplies for Halloween, Christmas, New Year's Eve, Valentine's Day, St. Patrick's Day and other holidays, as well as popular theme party supplies for Luau, Western, Rock & Roll, Fiesta, International and more. PartyAdventure.com also offers a toll-free customer service telephone number for your convenience. The toll-free number is (866) 612-2041.

www.partycity.com

PARTY CITY Corporation is a specialty retailer of party supplies through its network of discount super stores. The Company operates 247 Company-owned and approximately 253 franchise locations in the United States and Puerto Rico. PARTY CITY is one of the largest party supply superstore chains in the world. Log on to find a store near you.

www.1partysuppliesandfavors.com

Looking for party planning tips, recipes, décor ideas...this is a great site.

www.partydirectory.com

A Directory of creative party ideas and resources. Partydirectory.com offers party items online to help you create memorable events & enhance your themes. Browse their unique selection of novelties, accessories, gifts and favors.



www.mninternational.com

Decorations, costumes, paper goods and more. Catalog lists seasonal special events and recommends décor packages. Call 1-800-479-2043. Source of the giant toy-filled Christmas stockings for holiday contests. Flood lights, fog machines, mirrored balls, and murals for walls...bubble machines...here's a source.

www.partygamecentral.com

Hundreds of party game ideas for all ages and occasions.

www.allaboutpartyplanning.com

More than 150 party themes and links to many of the sites listed above



www.magicvinylprinting.com

One of the most inexpensive sources we've found for four color vinyl banners, pole banners, mesh banners and more!

www.partybanners.com

Convenient place to buy custom personalized affordable vinyl banners for the special events in your life. Order securely and easily online. They're perfect for celebrating birthday parties and special occasions, conveying warm wishes to family and friends, and captioning your photo and video memories. Check out **The Web's Widest Selection** of categories and designs.

www.iparty.com

A wealth of party ideas, themes, suppliers, costumes...



www.plumparty.com

Unique party ideas...themes...resources and more. The source of some of the creative ideas in this party guide.

[Party 411 Creations for You](#)

Looking for original props, decorations and accessories for your next event? Browse through the Shop and see their portfolio of customized items.

www.bhg.com

Better Homes & Gardens...recipes, party themes and decorating ideas.

www.absofab.net

Spandex and neon table covers, chair covers, fabric sculptures.



***Looking for unique
party ideas or party items?***

***Need a cool place to hold that party . . .
where we'll do the set up
and the clean up?***

**IT'S
PARTYTIME!!**

Book your next celebration at

***Stop by and work with our full-service party planners
to make your next event a special celebration!***

Attachment 1

Reservation Date: _____

Facility LOC:_____

Deposit Amount: _____

Date of Party: _____

Party Guest of Honor's Name: _____

Time of Party: _____

of Guests Expected: _____ (minimum of 8)

Home Phone: _____

Work Phone: _____

Menu Selection		Select menu item and enter number of guests	Package Price Per Guest \$ _____ x Est. # of Guests* _____ = \$ _____ *(Minimum 8)				
			Options	Qty.	Price Each	Amount	Total
Special instructions/orders:							
		Total Options				\$	
			Estimated Grand Total			\$	
			Amount of Deposit Received			\$ _____	Form of Pmt. _____

ATTACHMENT # 2
Food and Beverage Products Form (Sample)

Party Date: _____ **Serving Time:** _____

Number of attendees: _____

<u>Menu Selections/ Quantity:</u>	<u>Price</u>
--	---------------------

Special food requirements:

Beverages (Non-Alcoholic):

Beverages (Alcoholic):

Party Decorations / Favors / Invitations / Other:

Attachment 3

PARTY INVOICE (SAMPLE)

Date of Party: _____ Time: _____ Host's Name: _____
Host's phone number: _____

Price Per Guest (Bowling, F&B, décor,)		\$ _____ X No. of Guests* _____ = *(Minimum of 8)	
	Qty.	Price Each	Total
Food			
Beverages			
Other Options:			
Total Options			\$ _____
Minus Deposit			\$25.00
Amount Due			\$ _____

Payment Made via:
Check _____
Cash _____
Credit Card _____

PAYMENT DUE UPON RECEIPT